



UNIVERSITAS IPWIJA
SK Kemendikbudristek RI No. 627/E/O/2022
Jl. H. Baping No.17 Kel. Susukan, Kec. Ciracas
Jakarta Timur. 13740 Telp. 021-22819921
E-mail : contact@ipwija.ac.id <https://ipwija.ac.id>
UNIVERSITAS IPWIJA

SURAT TUGAS MENGAJAR

Nomor : 030/IPWIJA.PSM/ST-00/III/2026

Ketua Program Studi Manajemen Universitas IPWIJA, menugaskan kepada: **Dr.Taufik, SE. MM.** untuk mengajar pada Program Studi Manajemen S1 Semester Genap 2025/2026, dengan matakuliah dan jadwal sebagai berikut:

No	Kode MK	Mata Kuliah	SKS	Kelas	Hari	Jam
1	KK1234	Praktikum Bhs. Inggris Bisnis	2	D325	Rabu	08.00 - 10.30
2	KK1234	Praktikum Bhs. Inggris Bisnis	2	D225	Rabu	10.30 - 13.00
3	KK1206	Pengantar Manajemen	3	F125	Rabu	17.00 - 19.30
4	KK1234	Praktikum Bhs. Inggris Bisnis	2	F225	Rabu	19.30 - 22.00
5	KK1206	Pengantar Manajemen	3	D125	Selasa	08.00 - 10.30

Demikian surat tugas ini dibuat untuk dilaksanakan dengan penuh tanggung jawab.

Bogor, 2 Maret 2026

Ketua Program Studi Manajemen



[Signature]
Y.I. Gunawan, S.E., M.M



UNIVERSITAS IPWIJA

SK. Kemendikbudristek RI No. 627/E/O/2022

Jl. Letda Natsir No. 7 Cikeas Nagrak, Gunung Putri

Bogor 16967 Telp. 021-8233737

Email: contact@ipwija.ac.id <https://ipwija.ac.id> (<https://ipwija.ac.id>)

JURNAL PERKULIAHAN MANAJEMEN 2025 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis

NAMA DOSEN : TAUFIK

KREDIT/SKS : 2 SKS

KELAS : D225

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Rabu, 4 Maret 2026	10:30	13:00	Online	Selesai	Career ; Skills: Telephoning Making Contact; Listening: Ways to improve career	Career ; Skills: Telephoning Making Contact; Listening: Ways to improve career	(35 / 37)	TAUFIK	
2	Rabu, 11 Maret 2026	10:30	13:00	Online	Selesai	Selling online. Skills: Negotiating: reaching agreement. Listening: Multi-channel retail	Selling online. Skills: Negotiating: reaching agreement. Listening: Multi-channel retail	(35 / 37)	TAUFIK	
3	Rabu, 1 April 2026	10:30	13:00	3B	Selesai	Management Perspective. Reading and Presentation Skill	Management Perspective. Reading and Presentation Skill	(37 / 37)	TAUFIK	
4	Rabu, 8 April 2026	10:30	13:00	3B	Selesai	Great Ideas. Skills: successful meeting . Listening: An interview with the Head of the Innovation Works	Great Ideas. Skills: successful meeting . Listening: An interview with the Head of the Innovation Works	(37 / 37)	TAUFIK	
5	Rabu, 15 April 2026	10:30	13:00	3B	Selesai	Stress management . Skills Participating in discussion Listening: An interview with an authority in stress management	Stress management . Skills: Participating in discussion. Listening: An interview with an authority in stress management	(36 / 37)	TAUFIK	

6	Rabu, 22 April 2026	10:30	13:00	Online	Selesai	Entertaining. Skills: Socializing: greeting and small talk. Listening: An interview with two experts on corporate entertaining	Entertaining. Skills: Socializing: greeting and small talk. Listening: An interview with two experts on corporate entertaining	(37 / 37)	TAUFIK	
7	Rabu, 29 April 2026	10:30	13:00	3B	Selesai	Marketing. Skills: Telephoning: exchanging information. Listening: Successful marketing	Marketing. Skills: Telephoning: exchanging information. Listening: Successful marketing	(37 / 37)	TAUFIK	
8	Rabu, 6 Mei 2026	10:30	13:00	3B	Selesai	Planning. Skills: Meeting: Interrupting and clarifying, Writing skills: Letters	Planning. Skills: Meeting: Interrupting and clarifying, Writing skills: Letters	(37 / 37)	TAUFIK	



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JURNAL PERKULIAHAN MANAJEMEN 2025 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis

NAMA DOSEN : TAUFIK

KREDIT/SKS : 2 SKS

KELAS : D225

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Rabu, 20 Mei 2026	09:00	11:00	Online	Selesai	Ujian Tengah Semester (UTS)	Ujian Tengah Semester (UTS)	(37 / 37)	TAUFIK	
10	Rabu, 3 Juni 2026	10:30	13:00	3B	Selesai	Reading Comprehension and Speaking Skills	Reading Comprehension and Speaking Skills	(36 / 37)	TAUFIK	
11	Rabu, 10 Juni 2026	10:30	13:00	3B	Selesai	New Business. Skills: dealing with numbers .Listening: An interview with a consultant to a new business	New Business. Skills: dealing with numbers. Listening: An interview with a consultant to a new business	(37 / 37)	TAUFIK	
12	Rabu, 17 Juni 2026	10:30	13:00	3B	Selesai	Products. Skills: Presenting products. Listening: the best things people ever bought	Products. Skills: Presenting products. Listening: the best things people ever bought	(36 / 37)	TAUFIK	
13	Rabu, 24 Juni 2026	10:30	13:00	Online	Selesai	Marketing: Investors adapt to consumer brands. Reading Comprehension	Marketing: Investors adapt to consumer brands. Reading Comprehension	(37 / 37)	TAUFIK	
14	Rabu, 1 Juli 2026	10:30	13:00	3B	Selesai	Marketing: Investors adapt to consumer brands. Reading Comprehension. Putting numbers in the correct order paragraph	Marketing: Investors adapt to consumer brands. Reading Comprehension. Putting numbers in the correct order paragraph	(37 / 37)	TAUFIK	

Dicetak oleh: TAUFIK, pada 18 Agustus 2026 08:14:04 WIB | siakad.ipwija.ac.id/siakadrep_perkuliahan

15	Rabu, 8 Juli 2026	10:30	13:00	3B	Selesai	Reading Comprehension, Speed reading, Meaning and pronunciation of new words	Reading Comprehension, Speed reading, Meaning and pronunciation of new words	(37 / 37)	TAUFIK	
16	Rabu, 29 Juli 2026	09:00	11:00	Online	Selesai	Ujian Akhir Semester (UAS)	Ujian Akhir Semester (UAS)	(37 / 37)	TAUFIK	

Bogor, 18 Agustus 2026

Ketua Prodi Manajemen




 YOYO INDAH GUNAWAN
 NIDN 0317096701



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LAPORAN PERSENTASE PRESENSI MAHASISWA

MANAJEMEN

2025 GENAP

Mata kuliah : Praktikum Bahasa Inggris Bisnis

Nama Kelas : D225

Dosen Pengajar : TAUFIK

No	NIM	Nama	Kelas / Kelompok	Pertemuan	Alfa	Hadir	Ijin	Sakit	Persentase
Peserta Reguler									
1	202305110021	AUDINA SAFA MAHARANI	-	16		16			100
2	202305110047	FATIMATHUN SOLEKHAH	-	16		16			100
3	202505110071	MUHAMMAD ARNANDA RIFKI	-	16		15	1		93.75
4	202505110072	SITI RAHMAH AULIA	-	16		16			100
5	202505110075	NISSA DWI APRILIA	-	16		16			100
6	202505110078	FINA NAILATUL 'IZZAH	-	16		16			100
7	202505110080	AFIN RAINER	-	16		16			100
8	202505110082	TISMAN SURYA BUANA	-	16		16			100
9	202505110084	ANDHINI PUTRI LESMANA	-	16		16			100
10	202505110085	INTAN AYU AGUSTIN	-	16		16			100
11	202505110088	PUTRI RAMADANI	-	16		15			93.75
12	202505110089	KAYLA QUROTUL KAFFAH	-	16		16			100
13	202505110091	DEVIRA ALIFA DAWANI	-	16		16			100
14	202505110092	AMELIA FITRI RAMADANI	-	16		16			100

Dicetak oleh: TAUFIK, pada 20 Agustus 2026 13:12:54 WIB | siakad.ipwija.ac.id/siakad/rep_prosentaseabs

15	202505110093	FAIZ FATHAN FAUZAN	-	16		15	1	93.75
16	202505110096	NAILA AMALIA PUTRI	-	16		16		100
17	202505110097	ALDYANSYAH ZIDANE PRAYOGA	-	16		16		100
18	202505110100	ADITYA AHMAD DANI	-	16		16		100
19	202505110146	AURA GITA SYAHRANI	-	16		16		100
20	202505110151	AGUS CAHYADI	-	16		16		100
21	202505110152	DIANA PUTRI TANJUNG	-	16		16		100
22	202505110153	DEA RIKA NATASYA	-	16		16		100
23	202505110154	IQBAL YASIR	-	16		16		100
24	202505110155	TIARA APRILIYANTI	-	16		16		100
25	202505110156	NIA AULIA	-	16		16		100
26	202505110157	NAYSYA SRIANDINI	-	16		16		100
27	202505110158	SYAHRUL RAMADHAN	-	16		16		100
28	202505110159	HADISTI CAMELIA ABBAS	-	16		16		100
29	202505110160	SITI SALMAH	-	16		16		100
30	202505110166	ALISSYA ANANDA PUTRI	-	16		16		100
31	202505110168	SUSANTI	-	16		16		100
32	202505110169	ANITA MEGA HURIAH	-	16		16		100
33	202505110171	PUTRI NABILA SYAWALLANI	-	16		16		100
34	202505110172	SINDY RIZKYA SEPTIANI	-	16		16		100
35	202505110173	AZIS FAHTONI ABDILLAH	-	16		12	3	75
36	202505110174	ADAM AUKHA SALATS	-	16		16		100
37	202505110177	NALARATIH NURAINI	-	16		16		100

Bogor, 18 Agustus 2026
Ketua Prodi Manajemen



YOYO INDAH GUNAWAN
NIP. 0317096701



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LAPORAN NILAI PERKULIAHAN MAHASISWA

Program Studi S1 Manajemen

Periode 2025 Genap

Mata kuliah : Praktikum Bahasa Inggris Bisnis

Nama Kelas : D225

Kelas / Kelompok :

SKS : 2

Kode Mata kuliah : KK1234

No	NIM	Nama Mahasiswa	QUIZ (5,00%)	TUGAS (5,00%)	UTS (15,00%)	UAS (20,00%)	KEHADIRAN (5,00%)	HASIL PROYEK/KASUS (50,00%)	Nilai	Grade	Lulus	Sunting KRS?	Info
1	202305110021	AUDINA SAFA MAHARANI	88.00	88.00	92.00	96.00	100	88.00	90.80	A	✓		
2	202305110047	FATIMATHUN SOLEKHAH	84.00	87.00	90.00	96.00	100	80.00	86.25	A-	✓		
3	202505110071	MUHAMMAD ARNANDA RIFKI	85.00	87.00	84.00	96.00	93.75	80.00	85.09	A-	✓		
4	202505110072	SITI RAHMAH AULIA	85.00	86.00	94.00	98.00	100	80.00	87.25	A-	✓		
5	202505110075	NISSA DWI APRILIA	86.00	87.00	94.00	94.00	100	80.00	86.55	A-	✓		
6	202505110078	FINA NAILATUL 'IZZAH	85.00	87.00	90.00	100.00	100	80.00	87.10	A-	✓		
7	202505110080	AFIN RAINER	78.00	80.00	30.00	56.00	100	80.00	68.60	B-	✓		
8	202505110082	TISMAN SURYA BUANA	85.00	85.00	88.00	100.00	100	88.00	90.70	A	✓		
9	202505110084	ANDHINI PUTRI LESMANA	85.00	87.00	94.00	100.00	100	82.00	88.70	A-	✓		
10	202505110085	INTAN AYU AGUSTIN	86.00	87.00	90.00	100.00	100	80.00	87.15	A-	✓		
11	202505110088	PUTRI RAMADANI	86.00	87.00	96.00	100.00	93.75	80.00	87.74	A-	✓		
12	202505110089	KAYLA QUROTUL KAFFAH	84.00	85.00	76.00	98.00	100	80.00	84.45	A-	✓		
13	202505110091	DEVIRA ALIFA DAWANI	84.00	85.00	92.00	98.00	100	82.00	87.85	A-	✓		
14	202505110092	AMELIA FITRI RAMADANI	84.00	86.00	92.00	100.00	100	80.00	87.30	A-	✓		
15	202505110093	FAIZ FATHAN FAUZAN	88.00	88.00	82.00	98.00	93.75	87.00	88.89	A-	✓		
16	202505110096	NAILA AMALIA PUTRI	88.00	88.00	92.00	100.00	100	89.00	92.10	A	✓		
17	202505110097	ALDYANSYAH ZIDANE PRAYOGA	87.00	85.00	90.00	96.00	100	82.00	87.30	A-	✓		
18	202505110100	ADITYA AHMAD DANI	88.00	88.00	94.00	100.00	100	90.00	92.90	A	✓		
19	202505110146	AURA GITA SYAHRANI	86.00	85.00	94.00	98.00	100	80.00	87.25	A-	✓		
20	202505110151	AGUS CAHYADI	80.00	85.00	92.00	82.00	100	80.00	83.45	A-	✓		
21	202505110152	DIANA PUTRI TANJUNG	85.00	86.00	96.00	100.00	100	80.00	87.95	A-	✓		
22	202505110153	DEA RIKA NATASYA	86.00	87.00	92.00	94.00	100	80.00	86.25	A-	✓		
23	202505110154	IQBAL YASIR	86.00	86.00	90.00	98.00	100	80.00	86.70	A-	✓		

No	NIM	Nama Mahasiswa	QUIZ (5,00%)	TUGAS (5,00%)	UTS (15,00%)	UAS (20,00%)	KEHADIRAN (5,00%)	HASIL PROYEK/KASUS (50,00%)	Nilai	Grade	Lulus	Sunting KRS?	Info
24	202505110155	TIARA APRILIYANTI	85.00	84.00	92.00	100.00	100	82.00	88.25	A-	✓		
25	202505110156	NIA AULIA	84.00	87.00	96.00	100.00	100	80.00	87.95	A-	✓		
26	202505110157	NAYSYA SRIANDINI	86.00	85.00	78.00	100.00	100	83.00	86.75	A-	✓		
27	202505110158	SYAHRUL RAMADHAN	87.00	88.00	92.00	100.00	100	89.00	92.05	A	✓		
28	202505110159	HADISTI CAMELIA ABBAS	86.00	86.00	96.00	98.00	100	88.00	91.60	A	✓		
29	202505110160	SITI SALMAH	85.00	85.00	86.00	96.00	100	82.00	86.60	A-	✓		
30	202505110166	ALISSYA ANANDA PUTRI	88.00	88.00	94.00	100.00	100	90.00	92.90	A	✓		
31	202505110168	SUSANTI	84.00	86.00	94.00	98.00	100	82.00	88.20	A-	✓		
32	202505110169	ANITA MEGA HURIAH	85.00	84.00	84.00	86.00	100	80.00	83.25	A-	✓		
33	202505110171	PUTRI NABILA SYAWALLANI	85.00	84.00	82.00	84.00	100	80.00	82.55	A-	✓		
34	202505110172	SINDY RIZKYA SEPTIANI	85.00	86.00	92.00	100.00	100	82.00	88.35	A-	✓		
35	202505110173	AZIS FAHTONI ABDILLAH	70.00	70.00	70.00	78.00	75	70.00	71.85	B	✓		
36	202505110174	ADAM AUKHA SALATS	86.00	85.00	88.00	96.00	100	80.00	85.95	A-	✓		
37	202505110177	NALARATIH NURAINI	84.00	85.00	90.00	98.00	100	80.00	86.55	A-	✓		

Tanggal Cetak : Selasa, 18 Agustus 2026, 08:21:20

Paraf Dosen :



TAUFIK